



MUNICIPAL LAW ENFORCEMENT OFFICER JOB POSTING CLOSING DATE: Open until filled

The Township of McKellar is seeking a dedicated professional to fill a permanent role of Municipal By-Law Enforcement Officer. Under the leadership of the Chief Building Official/By-law Enforcement Supervisor the Municipal Law Enforcement Officer (MLEO) will provide excellent community relations and work to achieve public compliance on a variety of municipal by-laws and applicable provincial and federal legislation. The MLEO will gather evidence, conduct inspections and prepare documentation necessary for effective enforcement of these by-laws.

Strong customer service skills are required. Municipal by-law enforcement or equivalent experience is preferred. Although experience is preferred, it is not required as training programs are available.

McKellar is located in the heart of cottage country, therefore, this position involves intensive enforcement efforts during the summer season and lighter duties during the winter season to align with the varying levels of community activity. With this in mind, the Township is offering the annual salary range of \$35,000 to \$45,000 to be paid in twenty-six equal bi-weekly payroll deposits. Mileage is currently paid at a rate of \$0.68 per kilometre. The Township also offers extended health and wellness benefits and OMERS Pension. It is the Township's expectation that from the Victoria Day weekend through to Labour Day, the By-law Enforcement Officer will be on call from Friday evening through to Sunday evening.

The Township of McKellar expects all employees to work in an environmentally friendly way in all the tasks they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government; and to recognize the uniqueness of the individuals they come into contact with and to treat them with dignity and respect.

To explore this opportunity further, please submit a résumé and covering letter referencing Municipal Law Enforcement Officer Position to Karlee Britton, Clerk/Administrator at clerk@mckellar.ca

Additional Skills and Competencies Required:

- Working knowledge of the Provincial Offences Act, with practical experience with initiating legal proceedings and issuing provincial offences notices (tickets) or orders.
- Conflict resolution, negotiation and/or mediation skills.
- Excellent verbal and written communication and public relations skills.
- Strong organizational and time management skills.
- Ability to read and follow defined policies and procedures.
- Valid "G" class driver's licence in good standing with the use of a reliable vehicle.
- Hold or intention to acquire valid First Aid and CPR certificates
- Adherence to a strict policy of confidentiality
- Able to work independently and as part of a team

Responsibilities

1. Provide timely responses to inquiries and complaints from the general public, Council, other departments and government agencies by phone or in person.
2. Issue warning notices, notices of contraventions, notices of offence, orders to comply and violation tickets as required; follow up to ensure compliance. Give evidence in court related to by-law violations, when necessary.
3. Interact directly with person(s) most likely to be responsible to achieve compliance with the by-laws, where contraventions of by-laws or other applicable legislation is identified.
4. Initiate action through the Provincial Offences Act, when appropriate.
5. Triage after hours service requests to determine if a safety risk is present and take appropriate action to call out appropriate staff or agencies.
6. Establish and maintain good working relationships while remaining impartial with the public, property owners, tenants, business owners and external agencies.
7. Investigate and determine urgency of calls regarding public safety or hazards and prioritize those that present a hazard or liability to the Township of McKellar and require immediate action.
8. Perform clerical work related to investigations of complaints, licencing and related matters. Research information and prepare monthly and annual reports to Council. Attend evening Council meetings as required.
9. Interpret laws, regulations and policies and provide advice and assistance on inquiries to the public.
10. Respond to parking complaints and illegal parking; have vehicles towed when required.
11. Enforce Provincial animal control legislation; including complaints about animals, such as dog barking or at large.
12. Identify and recommend new and or revised work methods to improve service delivery and efficiencies.
13. Assemble, manually and electronically, a complete case profile including detailed notes, photographic evidence, and any other documentary evidence relevant to investigations, in sufficient detail to support prosecution.
14. Attend hearings and give evidence under oath based on investigations of by-law contraventions and may be required to attend Provincial Offences Court.
15. Perform other duties as assigned.
16. Attend training courses and seminars as necessary to remain current in this field.

Qualifications*

1. Post-secondary diploma or courses related to justice, evidence gathering or investigation skills and or equivalent experience is preferred
2. Certification with Municipal Law Enforcement Association (MLEAO) or willing to obtain.
3. A minimum of two years related experience in municipal or provincial by-law enforcement.
4. Knowledge of municipal operations, by-laws and Provincial legislation is an asset.
5. Proficient in conflict resolution, communication, public relations, problem solving and technical writing.
6. Successful completion of a criminal background check and Vulnerable Sector Search upon a conditional offer of employment.
7. Must have a valid "G" Driver's Licence with a clean abstract.

**Education and experience are preferred but not necessarily required. Training courses/programs are available to the successful candidate.*

Physical Demands and Working Conditions

1. Must be available for twenty-four hours coverage Saturday and Sunday, and evenings Monday to Friday.
2. Must be able to respond to calls in a reasonable amount of time.
3. Varies from indoor environment to exposure to outdoors in all weather conditions.
4. Ability to work independently with minimum supervision.
5. Working in office environment, sitting.
6. Frequent vehicle operation and walking.
7. Tactful and diplomatic interactions with members of the public.
8. Ability to manage multiple and changing demands and priorities.
9. Frequent close and highly concentrated mental and visual alertness.
10. Must be able to work and attend meetings outside regular working hours.
11. Will be required to travel to various work locations.